BU
Bournemouth University

Job Description

Position/Job Title:	**Head of Department for Social Sciences & Social Work**
Ref:	**HSS418/ 0005034841**
Faculty/Service:	**Faculty of Health and Social Sciences**
Department:	**Social Sciences & Social Work**
Normal hours per week:	**1.0 FTE (Some flexibility will be required in order to ensure that key time scales and deadlines are met.)**
Grade:	**10 (or 11 if appointed as a Professor)**
Duration:	**The post holder is appointed to an established contract of employment. The Head of Department post is initially available for a five year period, although by mutual agreement, this may be extended by three years to eight years in total.**
Accountable to:	**Executive Dean**
Special Conditions:	**For the right candidate appointment as Professor may be available subject to meeting the BU Professorial criteria.**

Head of Department roles provide a distinct career path for experienced and successful academics who wish to advance their academic excellence in a chosen specialist subject through high quality output, and who can make a significant personal and team contribution to the developing reputation of their academic group or centre of excellence in line with the University's academic strategic objectives. As part of BU2025, successful candidates will be expected to maintain a balanced workload.

Job Purpose

- To manage, lead, and effectively deploy a team of academic staff who individually and collectively contribute to the on-going development of an academically stimulating environment aligned to the strategic direction of the Faculty.

- To fuse education, research and professional practice in a synergistic manner to deliver and enhance the student and external stakeholder experience through leadership of an academic group/team and portfolio area.

- To engage the academic group/team or portfolio area in research and professional practice activities, that support and inform teaching and delivery of units to support students' learning on major programmes across the Faculty; this to be achieved by:

  - Undertaking new research and disseminating findings to students and the wider community.
  - Engaging with industry, business and the professions to ensure that teaching resources are up-to-date and contribute to the employability of our students.

- To help shape the development and advancement of the Faculty's Education & Student Experience Plan, informed by the Departmental Plan, in the relevant area of specialism, through leadership of an academic group/team and portfolio area.

- To help shape the development and advancement of the Faculty's Delivery Plan, informed by the Departmental Plan, in the relevant area of specialism, through leadership of an academic group/team and portfolio area.

- To help shape the development and advancement of professional practice in the relevant area of specialism, through leadership of an academic group/team and portfolio area.

Main Responsibilities

Fusion and Values

- To fuse academic group/team and portfolio area education, research and professional practice in a synergistic manner to deliver and enhance the student and external stakeholder experience.

- To demonstrate established evidence of leadership of Fusion within an academic group/team and portfolio area and through the mentorship of others.

- To contribute to Fusion through living the Bournemouth University values and applying these values in the leadership of others.

Leadership responsibilities

- To work effectively with the Executive Dean and Deputy Deans as part of the Faculty Executive.

- To work effectively with the Professoriate to lead the academic development of the Department/Faculty.

- To act as an ambassador for BU both across the University and externally

- To demonstrate an enhanced student and external stakeholder experience through quality assurance and quality enhancement.

- To take responsibility for Faculty financial planning and management and resource planning requirements.

To balance the responsibilities defined below under Education, Research and Professional Practice with leadership of a department and portfolio area:

Education

- To drive the strategic development and/or delivery of a range of major programmes in the Faculty or other priorities relating to education to ensure educational excellence.

- To demonstrate a sustained contribution within own discipline, to an enhanced student experience through educational enhancement activity.

- To demonstrate a sustained contribution to curriculum innovation and use educational technology actively and effectively.

- To demonstrate a sustained contribution to education within own discipline of both internal and external academic citizenship activities.

Research

- To possess a sustained body of published work and/or artefacts relevant to own discipline both in terms of type and volume which is gaining international recognition.

- To demonstrate a sustained track record, relevant to discipline norms, of external RKE funding bids for travel, research, consumables, staff costs and/or studentships.

- To demonstrate a sustained track record of supervision of post-graduate research students.

- To demonstrate a sustained and externally recognized contribution to research within own discipline through both internal and external academic citizenship activities through leadership of a department and portfolio area.

Professional Practice

- To demonstrate a sustained contribution to professional practice in own discipline at a national/international level.

- To demonstrate a sustained contribution to professional practice in own discipline through engagement and thought leadership with business, industry and professional and governmental bodies at a national/international level.

- To disseminate research, education and professional practice findings to business, industry, professional and governmental bodies, schools and colleges and the general public at a regional/national level.

- To demonstrate a sustained contribution to the organisation of professional practice activity within Bournemouth University through leadership of an academic team/group and portfolio area.

Other in relation to main responsibilities above

- Maintain personal and professional development in line with agreed appraisal and development programme to enhance knowledge and contribution to relevant activities.

Information Governance Responsibilities

Data User
   i.   Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Data Steward
   i.   Inspect, manager and monitor Information Governance compliance within their area.
   ii. Identify and manage data protection risks for the data used within their team/function.
   iii. Supervise what data is stored where, in what format and its quality throughout its lifecycle through to its appropriate deletion/destruction.
   iv. Ensure access is provided where there is a clear justification and removed when it is not required.
   v.   Ensure appropriate safeguards are in place to protect data (e.g. physical and technical controls, and local processes and procedures are development, implemented, followed and regularly reviewed).

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:
The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

SEPTEMBER 2023

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Position No: HSS418 / 0005034841	
Faculty/ Service: Health and Social Sciences	Date: September 2023

SELECTION CRITERIA	**E**ssential /**D**esirable
Knowledge (including experience & qualifications)	
Expertise in subject area - a relevant doctorate or equivalent is the normal expectation.	E
Successful track record of academic leadership and management at a senior level in an HE environment	E
A record of successful bidding for research and/ or enterprise funding and of peer reviewed outputs	E
External peer recognition (conference organisation, editorships, fellowships, board membership, excellence in KTP project delivery).	E
Contribution to high quality education in appropriate subject area informed by research evidence	E
Experience and evidence of strategy implementation, successful management of change and maximising performance as a result within Higher Education Sector	E
Academic standing as a Professor in a discipline relevant to the existing academic footprint of the Faculty, or the ability to demonstrate a strong and sustained academic trajectory.	D
Under Fusion candidates are required as a minimum to major in just two elements of Education, Research or Professional Practice, making only a minor contribution in the third. **EDUCATION** • Proven development of innovative, successful pathways through frameworks or major learning tools of national significance.	E
• Leading developments nationally for novel education and learning tools/strategies.	E
• Active member of national committees related to HE.	E
• Contribution to high quality education in appropriate subject area informed by research evidence.	E
RESEARCH • Research publication record recognised nationally in terms of originality, significance and rigour.	E
• Experience of PhD supervision to successful completion.	E
• Experience of leading successful research projects as Principal Investigator.	E
• Mentored colleagues and PG students in developing research proposals.	E
PROFESSIONAL PRACTICE • Active member of professional body national committees; membership of high level policy and advisory committees (e.g. to the government).	E
• Portfolio of evidence to support professional practice activities such as collaborative practice development projects leading to improved practice, high quality outcomes and demonstrable links with student learning, sustained consultancy activity and securing of external funding, and/or presentations and reports to industry and other external non-academic events.	E
• An established network of contacts with relevant local, regional and national partners that enhances and develops professional practice.	E
• Demonstrable track record of development of professional practice in own subject area.	E
Skills	
Ability to lead and develop academic staff.	E
Highly developed interpersonal and communication skills: ability to interact effectively with a range of stakeholders including staff at all levels, students and external organisations.	E
Mentorship skills with ability to coach colleagues in education, professional practice, research, and the use of a range of learning and teaching techniques.	E

Skills continued.	
Proven ability to contribute to forward development and strategy	E
Demonstrable ability to manage complex change and engage staff through this process	E
Evidence of having taken a key role in the development and delivery of high quality academic programmes	D
Professional registration where appropriate	E
Attributes	
Willingness to identify and respond to issues with flexible, effective and, where appropriate, innovative solutions.	E
Willingness to prioritise, take and implement decisions to achieve agreed objectives.	E
Willingness to contribute to strategic development.	E
Self-motivated.	E
Commitment to promoting and achieving the University's strategic targets and objectives.	E
Highly effective leader and manager	E

For the right candidate appointment as Professor may be available subject to meeting the BU Professorial criteria.

 Person Specification

Post / Job Title: Professor	
SELECTION CRITERIA	**E**ssential / **D**esirable
Knowledge (including experience & qualifications)	
Expertise in subject area – a relevant doctorate or equivalent is the normal expectation.	E
External peer recognition (invited keynotes, conference organisation, editorships, fellowships, board membership, awards, excellence in KTP project delivery).	E
Under Fusion candidates are required as a minimum to major in just two elements of Education, Research or Professional Practice, making only a minor contribution in the third.	
Education specific:	
• Proven development of innovative, successful pathways through frameworks or major learning tools of international significance.	E
• Leading developments nationally/internationally for novel education and learning tools/strategies.	E
• A key/leading member of national/international committees related to HE.	E
• Demonstrable contribution to an excellent quality education in appropriate subject area informed by research evidence.	E
Research specific:	
• Research publication record recognised at international level in terms of originality, significance and rigour (equating 2*+ rated outputs).	E
• Sustained record of successful PhD completions.	E
• Have led major, international research projects though to successful completion.	E
• Leadership through sustained record of mentoring/coaching (internal to BU) and external evidence of international esteem (international committees/guest editorial roles etc).	E
Professional Practice specific:	
• Key member of national/international professional body committees; membership of high level policy and advisory committees (e.g. NHS, government).	E
• Portfolio of evidence to support outstanding professional practice activities such as collaborative practice development projects leading to major changes to practice, outstanding outcomes and demonstrable links with significantly improved student learning, sustained consultancy activity and securing of external funding, and/or presentations and reports to industry and other external non-academic events.	E
• An established network of high level contacts with relevant local, regional and national partners that enhances and develops professional practice at the leading edge of current understanding.	E
• Demonstrable track record of outstanding development of professional practice in own subject area, in essence redefining practice.	E

Skills	
Ability to lead and develop academic staff.	E
Highly developed interpersonal and communication skills: ability to interact effectively with a range of stakeholders including staff at all levels, students and external organisations.	E
Mentorship skills with ability to coach colleagues in education, professional practice, research, and the use of a range of learning and teaching techniques.	E
Attributes	
Ability to proactively seek and respond to issues with flexible, effective and, where appropriate, innovative solutions.	E
Ability to prioritise, take and implement decisions to achieve agreed objectives.	E
Ability to contribute to strategic development of the University.	E
Commitment to promoting and achieving the University's strategic targets and objectives.	E